

## MEMORANDUM

TO: REGIONAL OFFICES  
FROM: BOBBY D. FLEENOR  
RE: COMPLETION OF THE TRANSFER FORM

A transfer application should reflect the total effect on the original right.

Part A must describe the entire right as it presently is recorded. The entire right after the change is made is then shown in Part C even though an individual is changing only a portion of the right he owns. This procedure will allow the owner to retain greater flexibility in his use of water by not restricting a certain point of diversion or place of use to a certain amount of water.

Part B is designed to be used when only a portion of a right is owned. The entire portion owned should be described in Part B before the change and then in Part C after the change.

For example, right 13-0001 is for 1.00 cfs appurtenant to 50 acres. The applicant who owns all 50 acres, wants to change the place of use of only 10 of the acres. Part B would be omitted and Part C completed to show the 50 acres after the transfer is made.

As another example, right 13-0002 is for 20.00 cfs appurtenant to 1000 acres. The applicant, who owns only 50 of the acres, wants to change the place of use to another 50 acres for his portion. Part B would show the applicant's 50 acres that are presently irrigated, then Part C would show the 50 acres after the transfer is complete. The applicant would be required to show ownership of the 50 acres shown in Part B.